

DATE

TRANSMITTAL SLIP

TO:

ROOM NO.

BUILDING

REMARKS:

EXA 

19 OCT 1989

DDA/Registry (File)

Copy retained in DDA Subject file;

Original sent to D/OL.

FYI copies sent to D/OP & D/OMS
indicating that OL has action.

FROM:

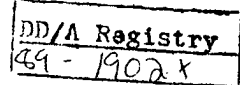
ROOM NO.

BUILDING

EXTENSION



General Services Administration
Office of Operations and Industry Relations
Washington, DC 20405



October 10, 1989

Mr. R. M. Huffstutler
Deputy Director for Administration
Central Intelligence Agency
Room 7D24-OHB
Washington DC 20505

Dear Mr. Huffstutler:

The planning and organization for the sixth annual "Partnership in Administration" conference is progressing well as we plan for this three day meeting in early November.

One significant change has been made to the workshop schedule. A new workshop "Child Care in the Federal Workplace" has been added to the Track 3, on Thursday, November 2 at 1:30 p.m. This workshop will discuss the President's initiative and GSA's involvement in the child care area and it will include a discussion of fitness centers, as well. The expanded program to provide quality, affordable and accessible child care to the Federal employee will be discussed with representatives from the GSA and other Federal agencies.

As your employees consider which workshops to attend, I encourage them to consider this new one as well.

I look forward to seeing you in Baltimore in early November.

Sincerely,

Edwin T. Cox, Jr.
Associate Administrator for Operations
and Industry Relations

CMC-36-AR